

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Eric Strong, City Manager
Date: June 21, 2016
Subject: Consider expenditure of Council Contingency Funds

Council Action Requested:

Consider authorizing expense of Council Contingency Funds for selected projects.

Background Information:

In the current budget, \$250,000 was set aside as a Council Contingency. Staff has several recommendations on ways to expend those funds, and we are seeking your approval to move forward on the following projects:

- **Paint Exterior of City Buildings:** This will not be done until later in the year, as we are still working with the architect on the correct color schemes to coordinate with the rest of the plaza. However, we would like to paint City Hall, the Library, Public Works and Fire Administration.
- **Paint Interior of City Hall:** We have painted a portion of the building using city staff, however we would like to finish by hiring a contractor.
- **Clean up Server Rooms:** Our various server rooms are outdated. We have nonfunctioning equipment that needs to be removed, and we have cords and cables running all over. It is very difficult to isolate machines and cables, and we would like to have our IT company come in and reorganize all this and clean it up.
- **Landscaping:** We would like to do some landscaping around City Hall, the Library, the Police Department as well as along Baker Blvd.
- **Staff recommends updating the signage identifying offices/departments inside city hall as well as getting some new wall art/graphics that represent the City.**

- New Audio Visual Equipment for Council: Staff recommends updating the cameras and recording system that is used to record council and other meetings in the Council Chambers.
- Staff has a proposal to upgrade the lighting in city facilities to more energy efficient lighting and controls. This includes auto shut off features in all offices so that lights do not stay on when the office is not in use. It will also provide more energy efficient and brighter lighting.
- Fix doors on sally port. The former sally port (behind Fire Administration) is currently used for storage of city equipment. It has two garage doors, neither of which is working properly. Staff recommends replacing these with new doors and openers.

Below is a summary of all the projects and an estimated cost.

PROJECT	ESTIMATED COST
Paint Exterior of City Buildings on Complex	\$20,000
Paint Interior of City Hall	\$10,000
Clean up City Server Rooms	\$15,000
Miscellaneous Landscaping	\$35,000
Signage/Artwork inside City Hall	\$3,000
New Audio Visual System in City Hall	\$55,000
Upgrade Lighting at City Facilities	\$32,000
Fix Garage Doors at Sally Port	\$2,500
TOTAL	\$172,500

This leaves approximately \$77,500 in the contingency fund. We will be coming to you at a future date with further recommendations on how to expend those funds.

Board/Citizen Input: N/A

Financial Impact: \$172,500

Staff Contacts

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Attachments: N/A